

Date: [Insert Date]

[Employee's Name]

[Employee's Position]

[Company Name]

[Company Address]

Dear [Employee's Name],

I hope this message finds you well. I am writing to address some concerns regarding your recent conduct in the workplace. It has come to our attention that [specific behavior or incident] occurred on [specific date]. This behavior does not align with our company's standards of professionalism and respect.

We value your contributions to the team; however, it is crucial to maintain a positive work environment. We encourage you to reflect on this situation and make the necessary adjustments moving forward.

Please consider this as a constructive dialogue rather than a punitive measure. We are here to support you and help you succeed in your role.

If you have any questions or would like to discuss this matter further, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]